



**City of Maple Valley**  
**Request for Proposal**

**FINANCIAL MANAGEMENT SOFTWARE**

Financials, Payroll, Human Resources,  
Cash Receipting, Fixed Assets, and  
Accounts Receivable System

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## **Section 1 – Project Overview**

The City of Maple Valley is requesting proposals for a replacement Municipal Financial Management Software System. Currently the City of Maple Valley is using Vision Municipal Services for general ledger, payroll, accounts payable and cash receipting, and DOS based ASP software system for accounts receivable. The desired Municipal Financial Management Software System would be a turn-key system to provide electronic solutions for accounting, budgeting, cash receipting, payroll, fixed assets, etc., with the ability to import or export data directly to State/Federal reporting systems and with the ability to interface with other departments that collect fees for permits, fees collected with Parks and Recreation transactions, Courts fees, and Library revenue. The City may also be interested in additional modules for human resources, project accounting, local improvement districts (LIDs), misc. billing, purchase orders, expense reporting, detailed budget reporting, work order and supplies tracking.

The City of Maple Valley is at the center of the “X” formed by the intersection of State Routes 18 and 169. Residents have a 26-mile commute to either downtown Seattle to the northwest or to downtown Tacoma to the southwest. The City’s circumstances -- surrounded by a rural environment but offering convenient State highway access to both Seattle and Tacoma via State highways -- makes the City an excellent location for moderate and higher-end residential development.

### **GENERAL PROPOSAL REQUIREMENTS**

- Vendors will be required to submit their proposals on the forms provided by the request for proposal (RFP) and pricing amounts will be detailed by module.
- Pricing should include broken out detail on all costs related to software, required hardware, conversion of existing data, installation, training, final implementation and annual support costs.
- Vendors who choose to submit a joint RFP by combining various software packages, must submit a single RFP detailing the responsible vendor for each module.
- Vendors selected by the City shall provide a demonstration of programs proposed during the post RFP evaluation process.
- Vendors will be required to provide a database schema showing table contents and inter-relationships, as well as a database table and field listing and definitions.

The City will select the successful proposal based upon several evaluation factors: including features as outlined in the RFP; effective integration of modules; company stability; conversion, training and implementation plan; technical support; and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City as determined by the City. The City reserves the right to reject any or all proposals.

The City of Maple Valley is looking for a Municipal Financial Management Software System and vendor that will provide:

- full integration between financial modules, open integration with other systems (with SQL back-end),
- complete BARS compliance as defined by the WA State Auditor’s Office, State of Washington, under RCW 43.09.200,
- compatibility with MS Office tools,
- single entry of information (with use in multiple modules),
- Windows client, ease of use, ability to view increasing levels of account detail on screen, Web based access for human resources,
- real-time processing, real-time backup, transactional database user customization of fields, reports,
- import of payroll (timesheet), banking, general ledger and other types of transactions,
- easy export of all data for analysis,
- reliable and responsive support, company growth and stability, deployment of software to similar sized cities,
- client/server based (updates pushed to server, server pushes to clients)

## Section 2– Project Scope and Current Systems

The RFP defines 8 (eight) required modules and 3 (three) required system integrations. The City under general selection criteria of product, service, reputation, and pricing will review required modules. The City reserves the right to procure “possible” items as separate decisions.

The needs of the City are broken down into the following system groups:

<b><u>General Financial Modules</u></b>	<b><u>Integrated Third-Party Modules</u></b>
1. General Ledger	9. Permitting
2. Budget Preparation	10. Parks & Rec Class & Facility Reservations
3. Accounts Payable	11. Work Order / Service Tracking
4. Accounts Receivable	
5. Cash Receipting	<b><u>Possible Modules</u></b>
6. Payroll	12. Contract Management
7. Human Resources	13. Project Accounting
8. Fixed Asset Tracking	14. Purchase Orders
	15. Local Improvement District (LID)

### **City’s Current Financial Management System**

The City operates the budgetary accounting software of ASP including modules for general ledger, accounts payable/receivable, cash receipting, payroll and fixed asset. The current permit tracking software is a DOS based program and does not integrate with the City’s financial modules. The City operates on the accrual basis (not cash basis). Systems that are not designed to be accrual basis must allow for easy conversion of cash basis transactions to accrual basis.

### **Current Software Products and Need for Data Conversion**

<b>Description</b>	<b>Current Software</b>	<b>Data Conversion Needs</b>
General Ledger	Vision Municipal Services (VMS)	G/L Chart of Accounts, historical financials, year-to-date transactional data
Budget Preparation	VMS / MS Office apps	None
Accounts Payable	VMS	Vendor master file
Accounts Receivable	ASP	AR customer master file
Cash Receipting	VMS	None
Payroll	VMS	Employee master file, payroll and position history
Human Resources	MS Office apps	None
Fixed Asset Tracking	VMS / MS Office apps	Current asset lists

<b>Description</b>	<b>Current Software</b>	<b>Data Conversion Needs</b>
<b>Possible Modules</b>		
Contract Management	MS Office apps	None
Project Accounting	MS Office apps	None
Purchase Orders	MS Office apps	None
Local Improvement District (LID)	MS Office apps	None

### **Desired Module Data Distribution and Interface**

(For required and possible modules)

	General Ledger*	Accounts Payable*	Budget	Cash Receipting*	Payroll*	Fixed Assets	Accounts Receivable
LIDs	X			X			X
Project Accounting	X	X			X	X	
Human Resources	X		X		X		
Contract Management	X	X	X				
Fixed Assets	X	X					
Purchase Orders	X	X	X			X	
Payroll*	X		X				X
Receipting*	X						
Budget Preparation	X						
Work Order / Service Req.	X	X			X	X	X
Permitting	X			X			X
P&R Class & Facility Reservations	X			X			

\*Vendor/Customer lists should be pulled from the same set of data

### **City's Current Annual Activity Level**

Maple Valley is a built-out City. Limited growth of population will be through housing in-fill or increased density. The growth in the number of City employees and system users will be minimal.

ITEM:	ACTIVITY LEVEL
Estimated number of General Ledger accounts	1,750
Estimated annual number of Cash Receipt transactions	2,325
Estimated number of Payables/Checks Issued	4,570
Active employees	50-75
Est number of P/R checks issued	120
Estimated Users:	
Financial Modules	10
Department Directors (View Only)	15

### **System and Network Requirements**

The system should be capable of running either on Windows Server 2012 R2 on a virtual server and connect to a shared MS SQL 2012 database server.

Client software must be able to run on WIN7 x64 clients. The system must support a hierarchal security structure with internal security access controls to various modules. The system should be fully integrated with Microsoft Active Directory.

Preference will be given to systems that are able to run as a whole system in a shared virtual environment using MS SQL and web browser technologies for reporting.

Please explain additional hardware needs/differences if any with as much detail as possible, as part of the vendor response.

System should allow backup software to backup the database while in use.

Standard Windows network printers must be supported without requiring specialized drivers. Electronic Forms should be supported on copiers and printers using PCL language.

### Section 3– Project Timeline

The objective of this RFP is to solicit proposals from vendors that can provide an integrated, fully developed, and previously implemented Financials, Payroll and Human Resources, and Fixed Assets. The City *will not* consider an off-premise only web-based system.

#### **Tentative Acquisition Timeline**

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust or reschedule milestones as necessary. Any changes to the schedule will be posted on the City's website.

Release Request for Proposal	January 14, 2013
Vendor Questions Due	January 31, 2014
Answers to RFP Questions E-mailed and posted on City Web-site	February 7, 2014
<b>Vendor Proposal Responses Due</b>	<b>Submittals are to be received by Friday, February 28, 2014 at 3pm at the Maple Valley City Hall</b>
Finalists Notified/Vendor Short List Released	March 7, 2014
Vendor Demonstrations Complete	March 14, 2014
Vendor Reference Checks Complete	March 21, 2014
User Site Visits Complete	March 28, 2014
Final Selection	April 4, 2014
Contract Awarded / Council Approval	April 7, 2014
Implementation, test setup / Training Begins	April 8, 2014
Production go live	August 4, 2014

## Section 4 – Vendor Instructions

**Proposal Responses.** The City must receive responses to this RFP no later than the date specified in Section 4. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one 1 original with signatures, 4 copies, and 1 electronic version of the Requirements section in MS Word format to the following address:

Shawn Hunstock, CPA  
Finance Director  
City of Maple Valley  
22017 Wax Road SE  
PO Box 320  
Maple Valley, WA 98038  
Ph: 425-413-8800  
Fax: 425-413-4282

**Proposal Response Format.** The RFP response should adhere to the following format:

Section	Title	Contents
Section 1	Executive Summary	Overview description of proposed solutions, vendor experience, and contact information (one page).
Section 2	Requirements	Completed Requirements documents (Section 5) in MS Word format. The vendors should provide a ranking of 1, 2, 3, 4 as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.
Section 3	Pricing	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, and data conversion (list amount of data to be converted for each system). Use Detailed Bid Response from the RFP Appendix B.
Section 4	Implementation Methodology	A summary of implementation methodology that includes a detailed boilerplate implementation plan (limit 15 pages). Include a proposed plan for implementation of modules in a phased approach. Building Permitting would be the top priority for the City.
Section 5	Support Strategy	Description of strategy to support ongoing training and usability of the system after initial implementation as well as remote support services available.
Section 6	Other Information	A. General Information and Overview (Appendix A.) B. Client Reference List (Appendix C) C. Copy of vendor contract to be used for software license, services, and maintenance.



Section	Title	Contents
		D. Exceptions to Maple Valley's RFP. E. Copy of standard escrow agreement. F. Other information that may provide value to the evaluation of your software.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted at this time. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP and not on volume. Costs for developing proposals in response to the RFP are the obligation of the vendor and are not chargeable to the City. All proposals and accompanying documentation will become the property of Maple Valley and will not be returned.

**Pre-Submittal Questions.** There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City of Maple Valley by January 31, 2014 (or via email) at [Finance2@MapleValleyWA.Gov](mailto:Finance2@MapleValleyWA.Gov).

The list of submitted questions with their respective answers will be posted to the City's website by February 7, 2014.

**RFP Amendments.** The City reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. The City reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The City of Maple Valley also reserves the right to cancel or reissue the RFP.

**Rejection of Proposals.** The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City of Maple Valley.

**Proposal Validity Period.** Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City of Maple Valley and the successful vendor.

**Disclaimer.** The City reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

**Non-Obligation.** Receipt of proposals in response to this RFP does not obligate the City of Maple Valley in any way. The right to accept or reject any proposal shall be exercised solely by the City of Maple Valley. The City of Maple Valley shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the City of Maple Valley shall bear no financial or other responsibility in the event of such abandonment.

**Public Disclosure.** All materials provided to the City of Maple Valley by Vendors are subject to State and the City of Maple Valley's public disclosure laws.

## Section 5– Vendor and System Requirements

This section includes the vendor, technical, and functional requirements to be evaluated in this RFP. The Requirements section will become Section 2 of your RFP response. This is not a comprehensive list of all of the City’s requirements, but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The City expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter “N/A”. If a submitted RFP includes blank responses the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

Rating	Definition
4	<b>Standard and available in the current release.</b> Software fully supports this requirement. No customization or modification is required.
3	<b>Meets requirement with minor configuration or modification.</b> Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
2	<b>Available with 3<sup>rd</sup> party software application.</b> Indicate name of the application recommended and number of installs jointly completed.
1	<b>Does not meet requirement and requires substantial system modification.</b> Indicate timing required and estimated cost of modification.
0	<b>Not available.</b> Software will not meet requirement.
F	<b>Future Release.</b> Requirement will be available in future release. Indicate anticipated release month and year.

## **REQUIREMENTS OF ALL MODULES**

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
<b>General System Requirements</b>		
1. Complete on-line help function.		
2. Integrated online help with errors and corrections Display		
3. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time		
4. Drill down from reports, queries, or screens from summary to transactional detail		
5. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements		
6. Interfacing efficiency with the City's existing server and workstation platforms		
7. Support services to all City personnel PST 8/5/365		
<b>Data Structure</b>		
1. Interface with similar data in other modules (see table on page 5)		
2. Import and export data for user controlled manipulation in ASCII and also in formats compatible with Microsoft Office and ArcGIS.		
3. Preference for MS SQL; or ODBC compliant database; no proprietary databases		
4. Unlimited user defined fields that can be accessed through queries and reports		
5. Directly link to external documents such as spreadsheets, word processing documents, and ArcGIS.		
6. Encrypt database both in transit and at rest.		
7. Describe experience, if any, with conversion from Vision or ASP		
<b>Accounting Principles</b>		
7. Multiple year history to be maintained separately, by year (changes to current year G/L account structure do not impact historical amounts).		
8. Real time, no batch processing in every module		
9. Calculate interest and late fees for billing A/R		
<b>Auditing Capabilities</b>		
10. View history of who has accessed, created, or modified each data entry item		
<b>Access Controls</b>		
11. Use network logon credentials and MS Active Directory to assign permissions		
12. Role based security where users can be assigned to multiple roles.		

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
Modify, view, or restrict access controls		
13. Report on unauthorized access to data classified as sensitive (i.e. containing Social Security, bank account, or driver license numbers)		
<b>Query capabilities</b>		
14. Conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date.		
15. Perform keyword, wild card, and multiple field queries.		
16. Save queries and make saved query available to other users		
<b>Reports</b>		
17. Report writer (propriety or licenses for a program such as Crystal Reports)		
18. Generate and save custom reports from queries or system-generated data		
19. Customizable templates for common reports		
20. Create mailing labels		
21. Report criteria selection via drop downs, queries, or pick lists		
22. View reports online		
23. Export reports to an ASCII file, spreadsheet, word processing application, or ArcGIS.		
24. Directly e-mail a report		
25. Historical reporting for up to six years of prior financial data.		
26. Ability to generate/schedule reports to be distributed electronically (email).		
<b>Printing</b>		
26. Display reports to the screen		
27. Direct printing of customer bills or the creation of an ASCII file of billing information to be sent to an outside bill printer.		
28. Printing to non-proprietary forms and labels		

## **REQUIRED MODULES**

### ***1. General Ledger***

The General Ledger is considered to be the core or foundation upon which all other modules are built.

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
<b>Structure and Accounting Principles</b>		
1. Account structures must comply with the Washington State Budgeting Accounting Reporting system (BARS). In the BARS structure an eighteen (18) digit code accommodates the various transactions. The chart of accounts should allow the user complete control over structure.		
2. The system should be consistent with General Accounting Standards Board (GASB) standards.		
3. Affords various views of the General Ledger (fund, department, project, account, etc.)		
4. Ability to move from a G/L account to specific transactions affecting the account (drill-down capabilities).		
5. Ability to conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date.		
6. Supports cash basis, accrual basis, year-end accrual basis, or any combination thereof.		
7. Supports unlimited number of funds.		
8. Allow at least 13 periods per year with open periods.		
9. Ability to lock the previous year after year end closure to avoid inadvertent changes.		
10. Ability to lock the previous month after month end closure to avoid inadvertent changes.		
11. View history of who has accessed, created, or modified each data entry item		
12. Automatic Journal Entry reversals		
13. Automatic year-end closing without loss of detail.		

## **2. Budget Preparation/Integration**

The City currently prepares an annual budget. The City desires a budget module that is integrated to core financial modules. This should include multi-year budgeting for capital projects. The module should include: the ability to generate baseline budgets based on prior year budget less one-time expenditures and adjusted for inflation, ability to track changes, generate overhead calculations, what-if scenarios, and other forecasting methods.

As with most Washington municipalities, the budget preparation is the focal point of financial planning and authorization for the delivery of municipal services. The City prepares the budget at a detail (object) level, with presentation to City Council and public at different levels of detail.

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Ability to generate an annual and biennial budget.		
2. Ability to create global changes under a variety of methods such as percentages, fixed amounts, and by a user defined formula.		
3. Support multiple budget versions (i.e. original, amended, adopted, etc.)		
4. Ability to directly link to spreadsheet and/or word processing documents.		
5. Multiple departments can update their budget information simultaneously.		
6. Integration to Payroll and Human Resource modules to support salary and benefit budgeting.		
7. Online view of reports (list supported browsers)		

### 3. Accounts Payable

Primarily, the City uses a de-centralized purchasing system. Requests for goods and services are generated in the various departments. The City does not use purchase orders. Checks are issued for payment. Funds are transferred from various funds to the Claim Fund to await bank redemption. Invoices are presented to City Council twice a month for authorization of payment. When approved, checks are issued for payment.

Description	Rating	How is requirement accomplished?
1. Track aging items and other exceptions.		
2. Support one-time vendor override payments. Allow for simplified temporary vendors directly from transaction input process.		
3. Recurring payables processing		
4. Vendor discount management.		
5. Access vendor history by vendor name, vendor number, invoice date, check date, and BARS Codes.		
6. Support vendor retainage.		
7. Automatically transfer issued checks to an outstanding warrant register and allow users to process cleared checks, including the ability to generate outstanding warrant register.		
8. Block duplicate invoice processing, with ability to override		
9. Multiple invoices per warrant.		
10. Laser check printing.		
11. Supports 1099 reporting requirements. 1099 management to the invoice line item level; not just the vendor or the invoice.		
12. Integrates with other systems such as: General Ledger Fixed Assets Cash receipting (refunds)		
13. Check reconciliation system.		
14. Payment approval list generated for City Council approval.		
15. Electronic payment to vendors (ACH, wire, debit)		
16. Positive pay file output		
17. Sales and use tax tracking and reporting		
18. Generates warrant batch reports allowing users to view reports on-line or by print		
19. Bank reconciliation for multiple accounts		
20. Check 21 capable/compatibility		
21. Capable of issuing checks/checks up to \$99,999,999.99		

#### **4. Accounts Receivable**

The City of Maple Valley currently operates a de-centralized accounts receivable system. General accounts receivable billings are collected by the Finance Department. Upon receipt of payment, City invoices are entered into the cash receipting system and posted to the general ledger.

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Provide for decentralized input of accounts receivable data and either centralized or decentralized printing of receipts.		
2. Provide for an interface with Cash Receipting to allow cashiers to query and/or post invoices.		
3. Single centralized AR Master record for all receivables		
4. Full integration with: General Ledger, Cash Receipting and Accounts Payable modules.		
5. Distributes appropriate information to: General Ledger Permitting		
6. Integration with an electronic cash drawer system. The receipt system should be an integral part of the management system.		
7. Provides for acceptance of on-line payments.		
8. Allows for credit card payments.		
9. Provides daily activity print out showing BARS account codes and system users name.		
10. Provides for invoice generation by Finance and various departments		
11. Calculates late fees and penalties based on user defined rates		



## 5. Cash Receipting

The City currently has multiple cash receipting sites. City revenues are received as currency, coins, checks or credit cards. The majority of payments are generated from Parks and permitting activities. The proposed software should support:

Description	Rating	How is requirement accomplished?
1. Post transactions without predefined account codes.		
2. Provide single transaction or receive multiple payments for an invoice.		
3. Provide the ability to define payment mode		
4. Provide a daily deposit cash/checks/ electronic composition and credit card.		
5. Provide options to accept cash, check or credit card for one transaction. Provide current list of supported credit card providers.		
6. Support multiple electronic cash drawers.		
7. Provide security and reporting for each defined cashier.		
8. Generate a customer receipt for each transaction batch listing of transactions and showing BARS codes used.		
9. Allow more than one user in cash receipts and general ledger at one time.		
10. Complete integration with: General ledger, Accounts Receivable, Accounts Payable modules.		
11. Ability to view reports online		
12. Provides the ability to include hot keys, shorter account number coding for re-occurring revenue line items		

## 6. Payroll

The City currently pays wages through a centralized payroll office. Payroll time keeping is decentralized with varied methods of overtime calculations, pay types, leave types, and benefit options.

Description	Rating	How is requirement accomplished?
1. Decentralized timekeeping and hour's entry on a user defined time sheet.		
2. Web or network based times sheets that compile information into main payroll module.		
3. Integrated electronic timekeeping system; or ability to integrate an electronic timekeeping system.		
4. Direct deposit to multiple bank accounts		
5. Generate an electronic ACH file for employees. Allow electronic submission of related payroll benefits and deductions.		
6. Calculate multiple rules-based leave accruals based on length of service, employee group, or other factor.		
7. Process pay by hourly, salary, and other user defined special pay types.		
8. Calculate overtime rates using built-in rates		
9. Allocate costs through multiple account codes by either a fixed amount or percentage.		
10. Unlimited user defined payroll deduction fields.		
11. Full integration with: General Ledger, Project Accounting, Accounts Payable, Human Resources modules.		
12. Automatic labor distribution to General Ledger and Project Ledger.		
13. Support multiple payroll run dates (weekly, bi-weekly, monthly)		
14. Support multiple versions of user defined salary and rate tables.		
15. Support mid-period hiring/termination payroll process. Automatic calculation of final pay out amounts related to accruals and benefits.		
16. Reporting requirements for federal tax,		

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
Washington State Department of Retirement systems (PERS/LEOFF Plans), Deferred Compensation, and retirement plan in lieu of social security.		
17. Track volunteer hours for State Labor & Industries reports.		
18. Automatic generation of W-2's and linkage of required fields with required IRS coding.		
19. Automatic calculation of retroactive pay related to delayed union contract settlements or delayed merit pay adjustments relative to employee anniversary dates.		
20. Tickler file to notify user of employee anniversary dates		
21. Automatic generation of annual comp time and sick leave liability for the City.		
22. Automatically increases accruals based on anniversary date.		
23. Automatic update for holidays and other user defined fields.		
24. Automatic up-date of comp time, sick leave and vacation hours monthly with reporting on employee pay slip and time sheet.		
25. Web-based employee portal for paycheck, benefit and other information.		

## **7. Human Resources**

The City's Human Resources modules primary function is to provide information regarding benefit administration, applicant tracking, regulatory compliance, training, labor relations, etc.

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Perform employee profiling and history.		
2. Maintain a "tickler" file for performance review, training, salary increases and mandatory certification requirements		
3. Maintain bargaining unit contract (4 unions) terms and integrate them into the payroll module		
4. Maintain EEO statistics regarding applicant hiring activity and employees. Ability to generate EEO-		

5. Integrate Payroll module with Human Resources to provide payroll information with the ability to run payroll history 3-6 years.		
6. Expanded date fields		
7. Employee self-service tools (web based): tax forms; direct deposit; check stub; leave balances; address change; dependent change; other		
8. Ability to “track” Disabilities FMLA FLSA Grievances City issued assets Health and Safety Benefit elections Education and training		
9. Emergency contact fields		
10. Family and dependent data		
11. Integrate with electronic application for open positions		
12. Ability to attach electronic files to employee file		
13. Easy “toggle” between Human Resources and Payroll		
14. Ability to have multiple “appointments” per employee.		

## 8. Fixed Assets

Description	Rating	How is requirement accomplished?
1. Alpha-Numeric number assignment for each asset		
2. Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory		
3. Assign fixed assets to one or more funds, users, and/or locations		
4. Define classes and categories of fixed assets		
5. Acquisition method is tracked		
6. Bar coding assets for physical inventory		
7. System generated depreciation postings and post automatically to the general ledger		

## **POSSIBLE MODULES**

### ***12.Contract Management***

The City's Contract Management module's primary function is to provide information regarding outstanding contract amounts, contract expirations, etc.

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Process and track contract balances.		
2. Calculate contract retainage.		
3. Maintain contract beginning and expiration dates, contract approval routing queues, insurance requirement information.		
4. Automatically update any grant or capital project that references a contract.		
5. Integrate Contract Management module with Accounts Payable, General Ledger and Project Accounting modules.		

### ***13. Project Accounting***

The City has the need to track and separate revenues and expenditures for a variety of municipal projects including grant and construction project accounting. Projects may be construction, program grants, cost centers or other related tasks.

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Ability to maintain independent hierarchies to support reporting across funds, cost centers, object code, project, grant, or task.		
2. Integration with payroll supporting both direct and indirect cost allocation by employee.		
3. Integration with general ledger and accounts payable module.		
4. Integration with the GL at the transaction level such that accounts in both systems remain in balance at all times.		
5. Historical reporting for up to five years of prior financial data.		
6. Allows the user to define project numbers and integrate part of the account number structure.		

#### ***14. Purchase Orders***

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Ability to create custom purchase orders templates, custom fields/elements in a database		
2. When a custom template is used, allow all data from template to be modified		
3. Assign a unique number to each PO		
4. Create COB PO letters, with ability to email PO's from the form		
5. Attach digital signature files		
6. track and modify vendors contact info		
7. track purchases against BAR codes and show remaining budget balance		
8. track invoice numbers separate from order numbers		
9. track quantity purchased and quantity received on different order numbers		
10. Ability to add scanned invoices to PO record		
11. Ability to adjust sales tax rates		
12. Ability to quickly select vendors from a pull down box		
13. Ability to quickly search previous purchases based on the item, vendor, date searches and PO numbers		
14. support multiple departments each with their own views and ranges of numbers		
15. Ability to track purchased items as assets with a user defined asset number		
16. Ability to attach electronic documents to purchase orders.		
17. Electronic routing of purchase orders for approval.		



**15. Local Improvement District (LIDs)**

The City might in the future bill for Local Improvement District assessments. Needs might include:

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Centralized LID system integrated to the General Ledger, Cash Receipting		
2. Pull down menu for customer name, account number and parcel # and address information.		
3. Generate billing and delinquency billing.		
4. Ability to calculate interest and late fees.		
5. Provide detailed transaction history and audit trail.		
6. Ability to integrate with third-party GIS application.		

## Section 6 - Evaluation of Proposals

The City's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the City's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

**Evaluation Factors.** Selection of finalists will be primarily evaluated according to the following criteria:

- Quality, clarity, and completeness of the proposal. Adherence to requirements for RFP preparation. Vendor viability and strength.
- Ability to meet City's functional and technical requirements.
- Software scalability, flexibility, and ease of use.
- Compatibility and integration with existing hardware and software.
- Vendor's experience on similar projects.
- Software demos.
- Total cost of ownership.

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service.	5%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements.	25%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation and maintenance, as well as dedicated resources and technical support during and after implementation.	25%
4. Cost: Amount of proposed cost of system, installation, conversion, training, licensing, and annual software maintenance.	45%

**Notification.** Based on the evaluation of the RFP's the City will select a Short List of three or four vendors and invite them to participate in Pre-Demo Meetings and Software Demos. The selected vendors will be notified in writing or email by the date indicated in Section 3.

**Pre-Demo Meetings.** Once the Short List of vendors has been identified they will be invited to participate in a Pre-Demo Meeting with the Project Team. The purpose of this meeting will be to allow the vendor time to acquire additional information about the scope of the project and to review any questions about the Demo Script presented to the vendors. Customer references may be requested prior to the software demonstrations.

**Scripted Demos.** The functional and technical product Demos will be presented to the City by the top three to four Short Listed vendors according to a pre-defined script issued by the City. All vendors must follow this script during their Demo process. The evaluation criteria for the Demo process will include adherence to the script as well as the ability to successfully demonstrate the product's ability to meet the functional and technical requirements. The City reserves the right to request additional information, interviews, follow-up demonstrations, or any other type of clarification of proposal information it deems necessary to evaluate the final vendors.

**Post-Demo Technical Evaluation.** In addition to scripted functional demonstrations, the City may request a more extensive technical Demo. This Demo will be scheduled on an as-needed basis for the Short Listed applications.

**Implementation Vendor Selection.** Once the City has completed the selection of the software they will determine if a separate implementation vendor selection project is necessary. The City reserves the right not to select the implementation partner that responds to the RFP or demonstrates the software on behalf of the vendor.

**Site Visits.** The City may choose to conduct site visit(s) to the software vendor's headquarters and/or vendor's clients as part of the evaluation process. The site visits may be used to determine the successful vendor, and will be conducted following scheduled software demonstrations of the Short Listed vendors. Evaluation of the vendor client sites will be based on the following:

- Assessment of the vendor's service during system implementation.
- Assessment of the quality of vendor's ongoing support.
- Overall user satisfaction with the system.

**Contract Award and Execution.** The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

**Turn-Key Project.** The City is seeking a turn-key implementation of the software contemplated by this RFP. The Vendor shall provide all labor, equipment, materials, supplies, transportation and services necessary for, or reasonably incidental to, the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, engineering, system and application database development (including in-depth user interviews for user feature configurations), integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

## Section 7– TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

**Business License and Taxation.** The successful vendor and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Washington and the City of Maple Valley.

**Insurance Requirements.** The vendor awarded the contract will be subject to the City's requirements for insurance reflecting the minimum amounts and conditions as defined by the City.

**Workers' Compensation.** The vendor shall procure and maintain for the life of the Contract/Agreement Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

**Proposals – Public Information.** The City will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that the City is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

**Copyright and Confidentiality.** Selected vendor shall maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

**Prime Vendor.** It is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

**Litigation/Jurisdiction/Venue.** Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the Superior Court of Washington.

**Payment.** The City will pay invoices submitted by the selected vendor as progress is made on the

implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Washington codes and regulations.

**Satisfaction of the City Attorney.** The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City's Project Manager.

**Choice of Laws.** The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Washington.

**Source Code Escrow.** This Request for Proposal will require that the selected vendor provide to the City the source code, in its entirety for all purchased software modules, either by direct possession or via an escrow account.

**Warranties.** All warranties must be clear, concise and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

**Software Versions.** The City will not accept Beta versions of the software. All applications are to have a referenceable install base and thorough testing.

**Section 8– APPENDICES: VENDOR BID RESPONSE FORMS*****APPENDIX A: GENERAL INFORMATION AND OVERVIEW***

Company Name:	Address:
City:	State:
Zip:	Contact Name:
Telephone Number:	E-Mail Address:
Web Site Name and Address:	Total Number of Employees:
Annual Sales (each year for the past 5 years):	Number of Years in Business:
Product Name:	Version:
Relational Data Base Management System and Release:	Total Number and Population Range of all Installs:
Total Number and Population Range of Installs on Version to be Implemented:	Total Number and Population Range of City Users:
Total Number and Population Range of City Users in Washington State:	Total Number of Government Users:
Total Number of Government Users in Washington State:	

General Warranty Information:
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**APPENDIX B: VENDOR BID (PRICING SHEET)**

	Software License	Installation Conversion and Training	Annual Maintenance/ Tech. Support
<b>Modules</b>	<b><i>Bid Price</i></b>	<b><i>Bid Price</i></b>	<b><i>Bid Price</i></b>
1. General Ledger			
2. Budget Preparation			
3. Accounts Payable			
4. Accounts Receivable			
5. Cash Receipting			
6. Payroll			
7. Human Resources			
8. Fixed Asset Tracking			
<b>Bid Price for Required Modules</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Possible Supplemental Modules</b>			
12. Contract Management			
13. Project Accounting			
14. Purchase Orders			
15. Local Improvement Districts			
<b>Total Bid Price</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### ***Appendix C: User Reference list***

Provide three user references that most closely reflect similar users to the City's scope of work within the past five years. Reference sites should be fully implemented and live on the current version of the software.

<b>1. Name of User:</b>	
<b>Population:</b>	<b>Concurrent Users:</b>
<b>Contact Name/Title:</b>	<b>Telephone #:</b>
<b>Modules Installed:</b>	
<b>Go Live Date:</b>	
<b>Other comments:</b>	

<b>2. Name of User:</b>	
<b>Population:</b>	<b>Concurrent Users:</b>
<b>Contact Name/Title:</b>	<b>Telephone #:</b>
<b>Modules Installed:</b>	
<b>Go Live Date:</b>	
<b>Other comments:</b>	

<b>3. Name of User:</b>	
<b>Population:</b>	<b>Concurrent Users:</b>
<b>Contact Name/Title:</b>	<b>Telephone #:</b>
<b>Modules Installed:</b>	
<b>Go Live Date:</b>	
<b>Other comments:</b>	